

Title: Quality Assurance Specialist II	Effective Date: October 18, 2010	Grade: X	Job Category: Admin. Support
Prior Title: Quality Assurance Specialist II	Prior Effective Date: August 24, 2007	Grade: X	Page: 1 of 1

CHARACTERISTICS OF WORK

Under limited supervision, this position is responsible for production control and quality assurance activities of the Computer Services Division.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Coordinate data processing control activities.
- Schedule computer processing for major applications.
- Assist users with computer production.
- Monitor and verify compliance with shop standards, documentation and procedures.
- Assist in administration of production reporting.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in computer science plus minimum of one year experience related to functional area. Advanced training and/or experience in area of responsibility.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)